

Austin Area Comprehensive HIV Planning Council
Planning Council Meeting Minutes
Tuesday, July 10th, 2007 - 6:00PM
One Texas Center, 505 Barton Springs, 3rd Floor Training Rm.
Austin Texas 78704

Members Present: Joe Barnes, Dale Bowersock, Jasmine Brown, Jonathan Carter, Christine Cwik, Kenneth Denson, John Escamilla, Ruth Franklin, Charlotte Hale, Christopher Hamilton, Delfred Hastings, Margaret Haule, Taylor Henderson, Alyssa Lowe, Lee Manford, Chase Martin, Barbara Massington, Katie Ryan, Dr. Selia Servin-Lopez, Dr. Gary Wertz, Susan Wills, Richard Yates

Members Absent: Lance Griggs, Bobby Hogsed, Linda Williams

Others Present: Administrative Agent: Mark Pepler, Claudella Wright
Planning Council Staff: Veena Viswanathan, Michael McClellan
Mayor's Representative: Rich Bailey
Community: Vincetta Green, Carol Johnson

HANDOUTS DISTRUBITED AND AVAILABLE:

Agenda

June Administrative Agency Report

2007 Needs Assessment Committee FY 2008 Quantification of Need Process

ADAP Watch report

CAEAR Ryan White Program Appropriations

Service Category Priority Setting for 2008

Part B Medical Case Management Report Draft

Needs Assessment Committee Quantification of Need for FY2008

Topic I: **ESTABLISH QUORUM** - Quorum was established at 6:10 p.m.

Selia Servin-Lopez, Chair, called the meeting to order at 6:10 p.m.

Topic II: **INTRODUCTIONS** - Dr. Servin-Lopez, asked members and guests to introduce themselves.

Topic III: **APPROVAL OF PREVIOUS MINUTES**

Action: Minutes from the June 26th Business Meeting were approved.

Topic IV: **COMMUNITY INPUT**

Discussion: Veena Viswanathan announced that there will be a Consumer Health Advocate training at Huston-Tillotson.

Topic V: **CHAIR REPORT**

Discussion: Dr. Servin-Lopez asked the Planning Council to participate in a moment of silence. She also asked for feedback regarding starting the meetings in this manner, so that members would have time to reflect on the needs of the people the council should be serving.

Dr. Servin-Lopez asked that Committee Chairs update their PCAT deliverables timelines. She stated that it is important for our grant.

She also stated the Community Access and Nominations Committees are now combined to form one committee entitled "CAN". She stated Chase Martin is the chair of the committee and Linda Williams is co-chair. Dr Wertz and Jonathan Carter are coordinators for the committee. She stated this is needed, as the committee will be undertaking multiple projects.

Dr. Servin-Lopez announced the recipient of the C&C award this month is Joe Barnes for all of his work with the Planning Council and with the community.

Topic VI: ANNOUNCEMENT OF VICE CHAIR

Discussion: Dr. Servin-Lopez announced Christopher Hamilton is the new Vice-Chair of the Planning Council.

Topic VII: ADMINISTRATIVE AGENCY REPORT

Discussion: Mark Pepler presented the Administrative Agent report. For a copy of the report, please contact staff at 512-974-3419. Mark Pepler reported on the Part C Grant Application. Claudella Wright announced the upcoming *Train the Trainer* Session on July 27th and gave a brief overview of what will be included in the training. Mr. Pepler presented the First Quarter Profile of Clients Served. Discussion ensued regarding reporting of data.

Topic VIII: COMMITTEE REPORTS & RECOMMENDATIONS

a. Allocation & Evaluation

Discussion: Christopher Hamilton stated A&E met on June 10th, 20th, and 24th. He stated the committee discussed the Review of the Administrative Mechanism, and will be talking more with staff about the Administrative Mechanism after the Allocations Process is complete. He stated the committee also discussed the Carryover money from last year, which was voted on at last meeting. He stated the committee concentrated on the Allocations that were presented at last meeting to be voted on during this meeting. He stated the committee requested that the Administrative Agent include a section in the monthly report dealing with utilization of each service categories and amounts of funds spent on each category as an ongoing total.

b. Care Strategy

Discussion: John Escamilla stated the committee has not met since the last Business Meeting. He stated the committee will be going over the Final Report on Uniform Eligibility Criteria, will be discussing Cultural Competency, and will be reviewing Health Outcome Measure Indicators. He stated the committee will also be working with Quality Management to review the Client Satisfaction Surveys.

c. Community Access & Nominations

Discussion: Chase Martin stated the committee met to review the Client Satisfaction Surveys. Chase then provided the monthly report on demographics for the Planning Council.

d. Needs Assessment

Discussion: Christine Cwik stated the Needs Assessment Committee had no report.

e. Bylaws & Policy/Procedures Adhoc

Discussion: Veena Viswanathan stated the By-Laws will be ready to be presented at a future meeting, and that all the groups involved will have signed off on it.

Topic IX: RYAN WHITE PART B REPORT

Discussion: Christopher Hamilton stated that there will be a Central TX HIV/AIDS Comprehensive Plan meeting on Wednesday, July 11th at 6 pm on the 3rd floor of 505 Barton Springs Road.

Topic X: REVIEW QUESTION AND ANSWER LIST

Discussion: Christopher Hamilton reviewed the Fiscal Year 2008 Questions and Answers List related to the Grant Allocations process. Discussion ensued. For a complete list of the questions and answers, please contact staff at 512-974-3419.

Topic XI: FISCAL YEAR 2008 ALLOCATIONS PROPOSAL & RECOMMENDATIONS

Motion: The Allocations and Evaluations Committee brought forth the following motions for Core Service Categories for the 2008 Allocations:

Outpatient & Ambulatory Health Services	\$1,153,329	Motion passed
Medical Case Management	\$ 106,698	Motion passed
Mental Health Services	\$ 267,447	Motion passed
Substance Abuse Outpatient Services	\$ 169,777	Motion passed
Hospice Services	\$ 50,000	Motion passed
Oral Health Care	\$ 353,660	Motion passed
Health Insurance Premium Assistance	\$ 60,000	Motion passed
AIDS Pharmaceutical Assistance – Local	\$ 313,395	Motion passed

Discussion: Christopher Hamilton stated as voted, this would make the total Core Medical Allocation \$2,474,306

Case Management Non Medical	\$ 263,009	Motion passed
Food Bank	\$ 30,000	

Amendment: Jonathan Carter made an amendment that Food Bank be increased from \$30,000 to \$60,000, by taking the additional funds needed from Oral Health. Motion seconded. Discussion ensued.

Call to Question: Dale Bowersock called to question. Call to question passed.

Amendment to motion failed.

Amendment: Richard Yates made an amendment that Food Bank should be increased from \$30,000 to \$60,000 by taking the additional funds needed from Ambulatory/Outpatient medical Services (AOMC). Discussion ensued. Amendment passed.

Original motion passed as amended.

Outreach	\$ 80,000	Motion passed
Medical Transportation Services	\$ 30,000	Motion passed

Discussion: Christopher Hamilton stated as voted, this will make the total Support Services Allocation - \$433,009. Mr. Hamilton stated the total services for all categories combined totals \$2,877,315. And that this will include the \$30,000 being moved from AOMC to Food Bank.

He also stated that set Administrative Costs will be \$338,508 and set Quality Management Costs will be \$169,254. He stated this will bring the total allocations to \$3,385,077.

Motion 2: The Allocations & Evaluations Committee made the motion for “Minimum Amounts” - that the following categories would not receive less than:

Food Bank	\$30,000
Outreach	\$80,000
Medical Transportation	\$30,000
Health Insurance	\$60,000
Hospice	\$50,000

Amendment: Delfred Hastings made an amendment that Food Bank would not be funded at less than \$60,000. Amendment passed

Original motion passed as amended.

Motion 3: The Allocations & Evaluations Committee brought forth the motion for “How to handle less than likely funding” scenario: The categories in motion 2, held at minimum amounts, would be funded by proportionate reductions from the other remaining service categories. Motion passed.

Motion 4: The Allocations and Evaluations Committee brought forth the motion that the allocations request be as follows:

AOMC	\$1,259,331	Motion passed
Medical Case Management	\$ 112,363	Motion passed
Mental Health	\$ 560,716	Motion passed
Substance Abuse Outpatient	\$ 289,623	Motion passed
Hospice	\$ 137,130	Motion passed
Oral Health	\$ 835,167	Motion passed
Health Insurance	\$ 60,000	Motion passed
AIDS Pharmaceutical – Local	\$ 600,533	Motion passed
Medical Nutrition Therapy	\$ 63,737	Motion passed
Case Management Non-Medical TI	\$ 497,702	Motion passed
Food Bank/Home Delivered Meals	\$ 158,178	Motion passed
Outreach Services	\$ 80,000	Motion passed
Medical Transportation	\$ 55,628	Motion passed
Sub Total	\$4,710,108	
QM	\$ 277,065	
Admin	\$ 554,130	
TOTAL	\$5,541,304	

Motion 5: The Allocations and Evaluations Committee brought forth the motion that additional instructions be provided for Medical Case Management as follows:

The expectation is that medical case managers will incorporate aspects of treatment adherence assessment, counseling, interventions, and education into the overall medical case management service. Discussion ensued. Motion passed.

Motion 6: The Allocations and Evaluations Committee brought forth the motion that additional instructions be provided for Health Education/Risk Reduction (HERR) as follows:

The activities of HERR should be incorporated into Ambulatory/Outpatient Medical Care, Case Management, (both Medical and Non-Medical), and Outreach. Discussion ensued. Motion passed.

Motion 7: Allocations and Evaluations Committee brought forth the motion that additional instructions be provided for Ambulatory/Outpatient Medical Care as follows:

Providers must have a mechanism to recapture lost to care clients; clients out of HIV primary medical care for the previous 6 months/or clients not abiding by a doctor’s medical care plan. This mechanism:

- Must include documented collaborations and referrals, and be able to quantify successful referrals, and
- Must have written policies and procedures as to how the mechanism will serve the purpose of recapturing lost to care clients.

Discussion ensued. Motion passed.

Motion 8: Allocations and Evaluations Committee brought forth the motion that additional instructions be provided for Case Management Non-Medical as follows:

Providers of this service will need to work cooperatively with AOMC and Outreach Providers to recapture individuals lost to care.

- Must include documented collaborations and referrals and be able to quantify successful referrals completed.
- Providers must have written policies and procedures as to how the mechanism will serve the purpose of recapturing clients lost to care.

This mechanism must include documented collaborations and referrals and be able to quantify successful referrals completed

- The intent is not to create excessive or unnecessary use of Case Management – Non-Medical (TI), but to follow up and ensure clients are in medical care and that social needs are being met.

Discussion ensued. Motion passed.

Motion: Chase Martin made a motion to direct the Administrative Agent to develop a reporting system with providers to document efforts and successes of providers to recapture individuals lost to care on a monthly basis.

Amendment: Richard Yates made an amendment that the reports be made on a quarterly, as opposed to monthly basis. Amendment passed

Topic XII: **OFFICE OF SUPPORT REPORT**

Discussion: Veena Viswanathan stated that the committee meetings' location has been moved due to issues with the conference rooms. She stated Nominations and Community Access will be in the 5th floor conference room. She stated Care Strategy, Allocations & Evaluations, and Needs Assessment committees will be meeting in the 3rd floor conference room. She also stated the Provider Survey master report will be distributed at the July Committee meetings.

Topic XIII: **NEXT AGENDA**

Discussion: Dr. Servin-Lopez asked members to please get agenda items to staff for the next agenda.

Topic XIV: **ADJOURNMENT**

Action: Hearing no objection, Dr. Servin-Lopez adjourned the meeting at 9:00 p.m.



Business Meeting Minutes
March 11, 2008

The HIV Planning Council convened in a business meeting on Tuesday, March, 11, 2008 at 1520 Rutherford Lane, Bldg 1, 2nd floor in Austin, Texas.

Chair, Selia Servin-Lopez called the meeting to order at 6:16 p.m.

Planning Council Members in Attendance: Dr. Selia Servin-Lopez, Chair; Christopher Hamilton, Vice Chair; Joe Barnes, Jonathan Carter, Ruth Franklin, Charlotte Hale, Alyssa Lowe, Lee Manford, Barbara Massington, Sharon Pancamo, Katie Ryan, and Dr. Gary Werntz.

Staff Members in Attendance: Kimberly Pemberton, Veena Viswanathan, Briana Barnhart, Mark Pepler, Gregory Bolds, Brenda Mendiola, and Claudella Wright.

Previous minutes from February 12, 2008 business meeting were approved with the following corrections: 1) Pg 2 topic 6 change Mark Pepper to Mark Pepler.

Agenda Item 3: Vote to approve revised bylaws: Motion made to approve by laws-passed. Voting Results: 11-approve 0-opposed

Agenda Item 4: Vote to recommend new members to Mayor for membership: Two members unanimously approved: Leah Graham and Ramon Gomez.

Agenda Item 5: Ryan White part A presentation given by Kimberly Pemberton.

Agenda Item 6: Presentation of Part A Grant Increase and Vote to Allocate Funds:

Christopher Hamilton gave a recap of the previous fiscal year Part A allocations. Special note was made that the Planning Council approved two scenarios last year: "Likely" and "Grand." The "Likely" was based on level funding, which was closer to what the actual grant award received was (\$153,120 more than level funding).

Two options were presented to allocate the increase in grant funds received: 1.) multiply category percentages by award, or 2.) add another service and multiply percentages.

Motion presented (by Joe Barnes and seconded by Ruth Franklin): *"The FY 2008 Award services amount (\$3,007,462) be multiplied by the category percentages as calculated in the likely scenario after the addition of Medical Nutritional Therapy allocated at \$63,737."*

Discussion ensued about whether to add additional services that were previously cut, particularly substance abuse and dental.

Unofficial Minutes – Not approved by Planning Council.



Barbara Massington called discussion to question, with 10 members in favor, and one abstaining (Christopher Hamilton).

Results of Original Motion: 2 in favor, 6 opposed, 3 abstentions (Charlotte Hale, Lee Manford, and Christopher Hamilton). **Motion Failed.**

Dr. Gary Werntz made a motion to equally divide remainder of funds (\$63,737) into the service categories of mental health, substance abuse, hospice, and oral health. Alyssa Lowe seconded the motion.

The service categories of: Mental health, hospice, substance abuse, oral health will all receive an additional \$16, 603 based on equal percentages.

Result of Second Motion: 7 in favor, 1-opposed, 3 abstentions. **Motion passed.**

Christopher Hamilton gave a presentation on issuing Outreach Guidance. He reported that current MAI (Minority AIDS Initiative) funding can be used only to serve the two Austin MAI target populations: African American and Latino.

It was noted that Part A Outreach funds, [unlike MAI Outreach funds], were intended to create a broader outreach program that would target everyone in the transitional grant area (TGA), using funds not restricted to only African American and Latino populations.

Discussion ensued about the efficacy and challenges of current outreach efforts and how to provide appropriate guidance to enhance outreach services.

Chair Selia Servin-Lopez expressed her concerns that the Planning Council continue to allocate funds to service categories that could possibly not be effective in the community. She also stated that it is difficult to make appropriate decisions in the absence of adequate information.

Motion was made by Christopher Hamilton to issue guidance to the Administrative Agent in the provision of procuring Outreach Services. [Language to include in the RFA] (requests for applications):

“Applicants must target outreach services to at risk populations, with a plan to address one or more of the following populations: homeless PLWHA (persons living with HIV/AIDS, White MSM (men who have sex with men), IDUs (Intravenous Drug Users), Substance Users other than IDU, Recently incarcerated and released within past 3 years, and youth (male and female under 30 years old) with the goal of bringing anyone with HIV into care. The Plan must be implemented within 90 days of the contract initiation.”



Several amendments were made as the discussion continued about priority populations, resulting in Latino MSM, African American MSM, African American Women, and Commercial Sex Workers being added to the priority population list.

Result of Final Motion (including amendments of priority populations): 7 – favor, 1-opposed, 2 – abstentions. Motion Passed.

Agenda Item 7: Ryan White Part B Grant Presentation by Christopher Hamilton. Mr. Hamilton gave a briefing of the status of Part B services. A new mental health provider from Austin has been added to their provider list.

Agenda Item 8: Mark Pepler presented the Administrative Agent Report

The meeting ended at 8:50 p.m. due to lost quorum.